LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 25 January 2012

PRESENT:	Dr N Andrews, Dr B Beggs, Prof L Creanor, Dr A S Eadie (Chair), Mrs M Kelt, Dr J Nally, Ms E Smith, Ms K Thomson, Ms E Todorova, Ms M Turnbull, Mr S Ward
APOLOGIES:	Ms K Dalgarno, Prof M Mannion, Prof E McFarland, Ms Brenda McMahon, Mr K Ward, Ms M Ward
BY INVITATION:	Mrs S McKinnon (for LTSC11/37/1)
IN ATTENDANCE:	Ms M Gillies, Mrs M Henaghan

CHAIR'S OPENING REMARKS

The Chair welcomed Dr Barry Beggs and Dr Nicky Andrew to their first meeting of the Committee.

MINUTES

11.110	Considered	The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 26 October 2011 (Doc LTSC11/36/1).
11.111	Resolved	That the minutes be approved as a correct record. **(Action: MG)**

MATTERS ARISING

11.112	Reported	Committee Members wished to thank the Chair, at his last meeting of LTSC, for all the work he had undertaken in Chairing the committee over the years.

Terms of Reference and Composition (arising on 11.052)

11.113	Reported	By the Chair, that this was now complete, and that the new members had been added to the Composition.

Working Party on Feedback to Students (arising on 11.055)

11.114	Reported	By the Chair, that this was ongoing. Posters had now been distributed across the campus.

Review of Viva Exams at Undergraduate Level (arising on 11.056)

| 11.115 | Reported | By the Chair, that this issue had been incorporated into the scope of the working group set up to review the University Assessment Regulations. The Chair reminded Committee Members that the deadline for consultation is 31st January. |

Overview of External Assessors' Reports: Plagiarism Assessors (arising on 11.057)

| 11.116 | Reported | By the Chair, that a number of nominations had been made and the pool of plagiarism assessors had been increased by nine. |

Thematic Audit of Student Engagement : Substitutes/Student Representation on Committees (arising on 11.058)

| 11.117 | Reported | By the Chair, that a working group, chaired by the PVC Learning and Teaching, had met and the findings were as follows: |

1. Substitutions are permitted;
2. The University is satisfied with Senate composition and membership with regard to students.

Graduate Attributes (arising on 11.060)

| 11.118 | Reported | By Ms Thomson that two meetings of the Implementation Group had now taken place. The next meeting would be held at the end of February. The group would also consider the outcomes of the Programme Leaders' event, which took place on 11th January. |

Module Descriptors: Clarification of UKBA Tier 4 Briefing Document for Staff (arising on 11.062)

| 11.119 | Reported | By the Chair, that the UKBA Briefing Document for Staff had been widely circulated to staff and is available via the University's Staff Home Page. |

Development of Policy to Secure Integrity of On-line Assessment Off Campus (arising on 11.063)

| 11.120 | Reported | By the Chair, that this was ongoing and would be discussed further with Prof Creanor. **(Action: ASE).** |

School of Health: Amendment of Masters Level Module Pass Mark (arising on 11.064)

| 11.121 | Reported | By the Chair, that this issue had been incorporated into the scope of the working group set up to review the University Assessment Regulations. |

Annual Programme Monitoring Process: IT Issues (arising on 11.073)

| 11.122 | Reported | By the Chair, that no response had yet been received from the CIO. **(Action: AMK)** |

Caledonian Scholars and Associates Initiative (arising on 11.079)

| 11.123 | Reported | By Prof Creanor, that a number of applications had been received and the initiative had proved to be very competitive. |

Module Feedback (arising on 11.092)

| 11.124 | Reported | This would be covered under Item A3 on the Agenda. |

LTSC Annual Report 2010/11 (arising on 11.096)

| 11.125 | Reported | By the Chair, that the LTSC Annual Report was received by APC on 7 December 2011. |

Outline Forward Programme of Approval and Re-approval Activity for Session 2011/12 (arising on 11.101)

| 11.126 | Reported | By Mrs Henaghan, that Committee members note the importance of timely notification of items for the Forward Programme. |

MATTERS ARISING FROM THE ACADEMIC POLICY COMMITTEE (APC)

Flexible Entry Policy/RPL (arising APC 11.069-11.070)

| 11.127 | Reported | By the Chair, that as a result of a recent formal complaint by a student, these guidelines would also include specific mention of the fact that there is no right of appeal in relation to RPL decisions. |

Foreign Language Provision (arising APC 11.089-11.092)

| 11.128 | Reported | By the Chair, that a review of foreign language provision had taken place, resulting in the following recommendations: |

1. That the current provision be extended;
2. That provision should include Mandarin;
3. That language provision should be included on the Students Leaders' programme and GCUSA activities in general;
4. Language provision should also be extended to PGT and PGR students.

Learning Development Centres (arising APC 11.097-11.100)

| 11.129 | Reported | By the Chair, that a paper on progress made in establishing School Learning Development Centres had been submitted to APC. The LDC Sub-committee had now met on two occasions. |

HEAR Implementation (arising APC 11.108-11.111)

| 11.130 | Reported | By the Chair, that a trial would be undertaken in Session 2012/13 by the Department of Psychology and Allied Health Professions of the School of Health and Life Sciences, for an anticipated full University-wide roll out in Session 2013/14. |

NSS Action Plans (arising APC 11.112-11.115)

| 11.131 | Reported | By the Chair, that the National Student Survey is now open. The response rate is slightly down from the same time last year (down from 9 to 6.5%). |

Module Feedback (arising APC 11.127-11.130)

| 11.132 | Reported | By the Chair, that a paper recommending methods of obtaining module feedback from students was submitted to the December meeting of APC. The Chair and Prof Creanor would undertake a scoping exercise of the potential for module feedback via GCU Learn. The outcomes of the exercise would be passed to Mr Steve Jones, IT Professional (Project Lead) |

within EIS for further development.

| 11.133 | Resolved | The Chair would send a copy of module feedback questions to Prof Creanor. **(Action: ASE).** |

CHAIR'S REPORT

| 11.134 | Reported | By the Chair, that this was his last meeting of LTSC. The PVC Learning and Teaching would set out to select the new Chair of the Committee before the next meeting on 26th April. |

MANAGING STUDENT PLACEMENTS

| 11.135 | Considered | Managing Student Placements at GCU: a Pilot Study of Current Practice and Managing Risk: New Guidelines for the Management of Student Placements (Doc LTSC11/37/1). |

| 11.136 | Reported | By Mrs MacKinnon, Lecturer in Employability, GCU LEAD, that a pilot study had been undertaken to examine the management of credit-bearing placements across the University. A questionnaire was sent to placement co-ordinators in each School and followed up with face-to face meetings. Some of the key findings are: |

- Some staff are not aware of the University's regulations on placements (outlined in the QAE Handbook);
- The organisation of placements places a heavy workload on staff;
- There is no formal vetting procedure for placements.

A number of recommendations had been drawn up to inform the development of a formal placement policy and Committee members were asked for feedback on these.

| 11.137 | Discussed | The points raised during the Sub-Committee's discussion included the following: |

Management of student placements: Although the study found particular concerns with the organisation of placements for international students, it was confirmed that any new policy would be applicable to the management of placements for both home and international students.

Vetting procedures for placements: Programme Leaders would be required to assess the risk of each placement on a case-by-case basis. Those placements utilised on a regular basis (e.g. those within the NHS) would not require the same level of risk assessment as new or less frequently-utilised placements.

Voluntary Placements: The proposed policy did not include voluntary placements as there are currently insufficient resources for this. The report could be amended to include a recommendation that the policy be extended to voluntary placements in the future.

Sandwich Programmes: For consideration: all placements could be built into a formal sandwich programme, following the programme structure at Brunel University.

Feedback from Schools (Appendix C): The information contained in Appendix C should be made anonymous.

Figure 1: It was noted that these figures related to responses to the on-line survey, whereas the information contained in Appendix C related to responses to the questionnaire.

ENHANCEMENT-LED INTERNAL SUBJECT REVIEW: SCHOOL OF THE BUILT AND NATURAL ENVIRONMENT

11.138	Considered	The report of the ELISR of BNE held 23-24 March 2011 and the School's Action Plan response (Doc LTSC11/38/1).
11.139	Reported	By the Chair, that the Action Plan had been approved by the Chair of the ELISR Panel. The good practice identified by the Panel (the 'Feed Forward' process as an outcome from a Caledonian Academy Transformational Change Project) is no longer running.
11.140	Reported	By Mrs Henaghan, that the conclusions of the report and the School action plan must be made available to the students within the School, via GCU Learn.
11.141	Discussed	Page 5, first bullet point (student engagement): The Students' Association provides Class Rep training for part-time students.
		Page 6, first bullet point (staff development): LEAD provides Graduate Teaching Assistant Training.
11.142	Approved	The report of the ELISR of BNE held 23-24 March 2011 and the School's Action Plan response.

OUTCOME OF PROGRAMME APPROVAL EVENT:
MSc Clinical Ophthalmology and Vision Research

11.143	Approved	The report of the outcomes of the Programme Approval Event for the MSc Clinical Ophthalmology and Vision Research programme held 11 October 2011 and Programme Development Board's response to the conclusions, requirements and recommendations of the Panel, and indefinite approval from September 2012 (amended from January 2012) subject to the normal monitoring processes of the University (Doc LTSC11/39/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:
BSc (Hons) Orthoptics

11.144	Approved	The report of the outcomes of the Programme Approval Event for the BSc (Hons) Orthoptics programme held 18-19 October 2011 and Programme Development Board's response to the conclusions, requirements and recommendations of the Panel, and indefinite approval from September 2012 subject to the normal monitoring processes of the University (Doc LTSC11/42/1).

EXTENSION TO PERIOD OF APPROVAL (SCHOOL OF ENGINEERING AND BUILT ENVIRONMENT)

11.145	Approved	The extension to the period of approval, to September 2013, of the following awards (Doc LTSC11/43/1):

- BSc (Hons) Computing (Information Systems Development)
- BSc (Hons) Computing (Web Systems Development)
- BSc (Hons) Computer Games (Design)

- BSc (Hons) Computer Games (Software Development)
- BSc (Hons) Information Technology Management for Business*

*This pathway is to be discontinued and would be progressed to APC for formal approval, as per QAEH guidelines.

ACADEMIC POLICY COMMITTEE MINUTES

11.146	Received	The confirmed minutes of the meeting of the Academic Policy Committee held on 22 September 2011 (Doc AP11/15/2).

EXTERNAL ASSESSORS SUB-COMMITTEE (EASC)

11.147	Received	Notification of External Assessor appointments (including re-allocation/extension to duties and extension to period of tenure) recently approved (including Chair's Action) by the EASC operating as a sub group of LTSC (Doc LTSC11/41/1).

CHAIR'S ACTIONS

11.148	Reported	That the following Chair's Actions have been taken since the last meeting:

PROGRAMME APPROVAL/RE-APPROVAL EVENT:
Professional Doctorate Framework

The report of the outcomes of the paper-based programme approval/re-approval event conducted during Trimester A of 2011/12 for the Professional Doctorate Framework and Programme Team's response to the conclusions, requirements and recommendations of the Panel.
(Doc LTSC11/40/1)